



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, January 27, 2025 - 6:00PM

Meeting held at 1010 Sir Francis Drake, Suite 200, Kentfield and via Zoom

Directors Present: Jeff Leh, Bitsa Freeman, Steve Ring, John Millar, Paul Janzer

Directors Absent: Ghigo DiTommaso

Staff Present: Jeanne Williams, Heather Hill

Call to Order: Meeting called to order at 6:02pm.

Public Comment: None.

Fire Safety & Hazard Mitigation Report: Hill continues to conduct her regular drive-bys. She is also researching/summarizing grants available to homeowners for home hardening and defensible space projects. Hill will determine the best time/method for teaching our community about “go bags.” Larry Pasero (Deputy Fire Marshall; Kentfield Fire) will join us at our February board meeting to discuss KFD’s preparedness for severe fires, evacuation planning, etc.

Annual Meeting Recap and Election Results: There were ~65 attendees at our annual meeting on 1/15/25, and we’ve received positive feedback from the community.

At this meeting, we announced the results of a balloted election for the KWPOA board. Pro Elections, an independent inspector of elections, managed this process. We received 97 ballots, which gave us a quorum. The election results were as follows: Steven Ring 82 votes; Paul Janzer 81. Steven Ring and Paul Janzer are elected to the board. The vacant seat can be filled by appointment.

Appointment of 2025 Board Officers and Committees: The following board officers and committee positions were all approved unanimously for calendar year 2025:

- KWPOA Board Officers:
 - President – Jeff Leh
 - Vice President – Bitsa Freeman
 - Treasurer – John Millar
 - Secretary – Paul Janzer
 - Architectural Committee Representative – Steve Ring
- Architectural Committee:
 - Bruce Raabe (chair)
 - Ann Peckenpaugh Becker
 - Keith Kirley
 - Tom Nichols
 - Steve Ring
 - Ariana Hellebuyck
- Legal Sub-Committee:
 - Noah Hagey
 - Patrick Hagan

We also unanimously voted to create a Social Committee, with Carey Condy as our first appointment.

We are still gathering volunteers for the proposed Governing Documents (CC&R) Revision Oversight Committee.

Approval of 12-2-2024 Board Meeting Minutes and 1-15-2025 Annual Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: There was one revision. 101 Crown should be classified as a C6 teardown. With this correction, the board unanimously approves.

Evergreen Complaints & Overall Project Timing/Completion: There have been several complaints about parking, blocked lanes, etc. on Evergreen that could be related to long-running home improvement projects. Tiernan to check the status of three ongoing projects on lower Evergreen. Going forward, we plan to make the following procedural changes:

- Architectural Committee Coordinator to reach out to all C5, C6, and C13 projects every ~6 months to confirm whether the project has started/completed
- All neighborhood complaints related to home improvement projects will be forwarded to the Architectural Committee Coordinator for consideration at any extension meetings
- Architectural Committee Coordinator to implement a mandatory close-out inspection 2 years after approval of C4-C6 projects

Acorn Lot – Maintenance and Next Steps: Ring received bids from multiple vendors. The board unanimously approved the bid from Quinn's to do a one-time cleanup and monthly maintenance (9 months per year). This bid fell within our budget.

LPR Camera – Vendor Change and Equipment Upgrade: Board unanimously approves FLOCK quote, which was within budget. Williams to follow up with the the county to confirm that CSA-17 funding is being properly collected from residents.

LPR Camera – CHP Access to LPR Data: Per a request from the CHP, the following motion was unanimously approved by the board: “[We] grant [the CHP] access to our LPR database [solely] for investigative purposes and on a need-to-know basis only. The LPR database that Kent Woodlands privately manages would only be accessed if a security concern should arise. The LPR database would not be accessed for any other purposes.”

Restatement of CC&Rs and Bylaws: Williams to reach out to our legal representatives to move this process forward.

Electrical Wire Undergrounding Committee Update: None

Kentfield/Ross Magazine: We will include a call for committee volunteers in this month's magazine.

Social Events Update: Food trucks are planned for 4/27.

Officer Reports: Millar is now a signatory on all financial accounts. We have collected \$118,000 in residential assessments this month. We have switched to Quickbooks Online.

Operations Report: Williams has been working on:

- Assessment payments and Acorn Lot stickers
- LPR switch and expense reimbursements

- Preparation for our annual financial review and taxes

Next Regular Board Meeting: February 24, 2025 at 6:00 pm.

Meeting adjourned at 7:44 pm.

Paul Janzer, SECRETARY

APPROVED AT 2/24/2025 BOARD MEETING